

Fingerprinting Practice Guidance for Law Enforcement and Child Welfare

For background checks for Department of Child Services (DCS) Unlicensed Placements

Prior to Fingerprinting

1. DCS provides the household's primary caregiver with one copy of the form "Information Concerning Background Checks," and one copy of the form "Primary Substitute Caregiver"
2. DCS provides many copies as needed of the form "Additional Household Member" so that all individuals aged 14 and older have their own copy.
3. DCS completes the following areas on the form "Information Concerning Background Checks"
 - a. Checks a box for "Emergency Placement" or "Non-emergency Placement"
 - b. Lists the law enforcement offices in addition to the State Police Posts at which the individual may be fingerprinted¹.
 - c. If emergency placement, the time and date by which fingerprinting must be complete.
4. The **primary caregiver** completes all information on the form "Primary Substitute Caregiver" except the box at the top that is labeled "To be completed by DCS Family Case Manager."
5. Each **household member** aged 14 and older (other than the primary caregiver) completes all information on the form "Additional Household Member" except the box at the top that is labeled "To be completed by DCS Family Case Manager."
6. DCS completes the box at the top of the form "Primary Substitute Caregiver" and any "Additional Household Member" forms.
7. DCS provides the primary caregiver with one copy of all completed forms and retains the original.

At the Time of Fingerprinting

1. The **primary caregiver** and other **household members** aged 14 and older present themselves at the law enforcement office for fingerprinting and:
 - a. Inform LEA that they are there to be fingerprinted for the Department of Child Services.
 - b. Give LEA their forms.
2. LEA provides a blank, pre-printed DCS fingerprint card and administers the fingerprinting.
3. Each **individual** who is fingerprinted signs the fingerprint card.
4. LEA signs each fingerprint card.
5. LEA attaches a copy of the form "Primary Substitute Caregiver" to the primary caregiver's fingerprint card, and a copy of the form "Additional Household Member" to the fingerprint card of each additional individual.
6. LEA completes the information in the box labeled "To be completed by Law Enforcement Personnel" at the bottom of the form "Information Concerning Background Checks."
7. LEA provides the primary caregiver with a photocopy of the signed "Information Concerning Background Checks" form.
8. LEA mails each card (and its attached DCS form) to the Indiana State Police Headquarters: Attn: Kenneth O'Hare, Records Division, Indiana State Police, Indiana Government Center North, 100 North Senate Avenue, Indianapolis, Indiana, 46204-2259.
9. The **primary caregiver** delivers one copy of the form "Information Concerning Background Checks" that has been signed by LEA to the local DCS office as proof that fingerprinting has occurred.

¹ This will depend on how many MOUs the local DCS office has signed with local LEA offices.